

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Bureau of Health Care Safety and Quality
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Circular Letter: DHCQ: 11-02-546

TO: Hospital Chief Executive Officers
Clinic Chief Executive Officers or Practice Managers
Clinic Chief Nursing Officers
Dialysis Center Chief Executive Officers
Dialysis Center Chief Nursing Officers
Long Term Care Facility Administrators
Long Term Care Facility Directors of Nursing

FROM: Elizabeth Daake 
Interim Director, Bureau of Health Care Safety and Quality

DATE: February 24, 2011

RE: Updated Data Submission Instructions for Seasonal Influenza Vaccination of
Employees at Massachusetts Health Facilities for the 2010-2011 Influenza
Season

Background

As a condition of licensure, Massachusetts Department of Public Health (MDPH) regulations mandate all licensed health care facilities to:

- offer, free-of charge, annual influenza vaccine to all personnel (regular employees, contracted employees, volunteers, house staff and students);
- document receipt of influenza vaccine administered within and outside the facility or document the declination of immunization.¹
- report information to the Department, documenting compliance with the vaccination requirement, in accordance with reporting and data collection guidelines of the Commissioner (105 CMR 130.325(l)).

¹ 105 CMR 130.00 Hospital Licensure; 105 CMR 140.000 Licensure of Clinics; 105 CMR 150.000 Licensing of Long-Term Care Facilities; and 105 CMR 145.000 Licensing of Out-of-Hospital Dialysis Units are available at www.mass.gov/dph.

The intention of this regulation is to advance patient safety by reducing the spread of influenza and to protect the health of both patients and health care workers. The goal of this policy is to achieve healthcare personnel influenza vaccination coverage of 100% of those who do not have a medical contraindication.

The Bureau of Health Care Safety and Quality informed all licensed healthcare facilities of the influenza vaccination reporting requirements for the 2010-2011 influenza season by circular letter number 10-09-535 on September 22, 2010. The purpose of this letter is to provide updated instructions on the mandatory statewide reporting by licensed health facilities of seasonal influenza vaccination rates of employees for the 2010-2011 influenza season.

To standardize and simplify data submission processes, and reduce the financial and environmental impact of printing, copying and mailing, all results must be submitted electronically. Detailed instructions for completing the MDPH 2010-2011 seasonal influenza reporting requirements for healthcare employees can be found by going to www.mass.gov/dph/dhcq and clicking on the "Influenza Vaccination Reporting 2010-2011" link.

Data Reporting Methodology

Health facility specific vaccination rates will be publicly reported as a percentage. The rate is calculated by dividing the number of health facility employees vaccinated (numerator) by the total of number of healthcare employees (denominator). While all personnel, including non-employee personnel, must be offered influenza vaccine, the reportable measure of effectiveness is based on employees, as defined by the payroll. To standardize the method of calculating employees for the denominator, all health facilities are required to report the number of persons receiving a paycheck from the facility on December 31, 2010. The numerator rates will include both employees receiving seasonal influenza vaccination from the health facility and employees receiving seasonal influenza vaccination outside the health facility (i.e. private physician's office, community health center, etc.) between August 1, 2010 and March 31, 2011. The percentage of facility specific employee declinations will also be reported separately. The data collected during the 2010-2011 influenza season will be publicly reported prior to the 2011-2012 influenza season and will be used to guide future policy decisions.

Please review and share this document with all persons in your health facility responsible for infection prevention, employee health, and quality management reporting.

Seasonal influenza vaccination is an effective method of preventing influenza virus infection and its potentially serious complications. The Department is committed to working with you to ensure that patients and personnel are protected. Thank you for your ongoing participation in this important initiative.

Please submit questions concerning the reporting and data submission requirements to the Bureau of Health Care Safety and Quality at dhcq.fludata@state.ma.us

Cc: Acute care hospital Infection Preventionists
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